

## INSTRUCTIONS: SERVING COURT PAPERS ON THE OTHER PARTY

Where does the person you're serving live?	Use service method #:
In Arizona, not on an Indian Reservation	1, 2, or 3
In the U.S., outside Arizona, not on an Indian Reservation	1, 2, 3, or 4
On an Indian Reservation*	1, 5, or 6
Outside the U.S.	See an attorney for help

**\*If The Person You're Serving Lives on an Indian Reservation:** Depending on the circumstances and facts of your case, there may be additional service options. An attorney can advise you.

- 1. Acceptance of Service:** Use this method to ask the person to accept service so you don't have to use the more costly methods listed below. Service is complete when the person signs the Acceptance of Service. See the forms and instructions for "Acceptance of Service" in this packet. Do not use this method if you are a victim of domestic violence or believe the person will become violent or uncooperative.
- 2. Service by Registered Process Server:** This method requires you to hire and pay a registered process server. This fee cannot be waived or deferred. Service is complete when the process server hands the person the court papers. See the instructions and forms for "Service by Process Server, Sheriff, or Tribal Law Enforcement" in this packet.
- 3. Service by Sheriff:** This method requires you to contact the sheriff's office in the county where the person lives. You must pay a fee to the sheriff's office unless you receive a fee waiver or deferral (see the Self-Help Center packet *Filing Fee Deferral at the Start of Your Case*). Only the Coconino County sheriff's office is required to accept a fee waiver or deferral from a Coconino court. Service is complete when the officer hands the person the court papers. See the instructions and forms for "Service by Process Server, Sheriff, or Tribal Law Enforcement" in this packet.
- 4. Service by Certified Mail, Return Receipt Requested:** This method lets you serve the court papers by mail delivery that requires the person to personally sign a receipt for the papers. The postal service will return the signed receipt (a green card) to you, and you will file it with the court. Service is complete when the person signs the green card. See the instructions and forms for "Service by Certified Mail, Return Receipt Requested" in this packet.
- 5. Service by Tribally Licensed Process Server:** This method requires you to hire and pay a tribally licensed process server. This fee cannot be waived or deferred. Service is complete when the process server hands the person the court papers. See the instructions and forms for "Service by Process Server, Sheriff, or Tribal Law Enforcement" in this packet.
- 6. Service by Tribal Law Enforcement:** This method requires you to contact law enforcement on the reservation where the person lives to arrange for an officer to serve the person. Tribal law enforcement may charge a fee for service. Tribal law enforcement *may* choose to accept a Coconino fee waiver. Service is complete when the officer hands the person the court papers. See the instructions and forms for "Service by Process Server, Sheriff, or Tribal Law Enforcement" in this packet.

## **INSTRUCTIONS: ACCEPTANCE OF SERVICE**

### **STEP 1: FILL OUT THE ACCEPTANCE OF SERVICE**

- (1) Enter your name; street address; city, state, and zip code; and phone number.
- (2) Enter your name as it appears on the Complaint/Petition.
- (3) Enter the other party's name as it appears on the Complaint/Petition.
- (4) Enter the case number as it appears on the Complaint/Petition.
- (5) Enter the name of the person you're serving.
- (6) List each document you're serving.
- (7) Enter the street address; city, state, and zip code; and phone number of the person you're serving.

### **STEP 2: DELIVER THE FORMS TO THE PERSON YOU'RE SERVING**

Send the following to the person you're serving through certified mail. Keep a copy of everything for your records.

- ☐ The original Acceptance of Service
- ☐ A self-addressed, stamped envelope
- ☐ One copy of each document you listed in Blank 6 of the Acceptance of Service

Wait for the person to return the signed Acceptance of Service to you. If he/she does not return it, you must use one of the other service methods listed in this packet.

### **STEP 3: FILE THE SIGNED ACCEPTANCE OF SERVICE WITH THE COURT**

Take or mail the original and one copy of the signed Acceptance of Service to the Clerk's Office in the Coconino County Court House at 200 North San Francisco, Flagstaff, AZ 86001. The Clerk will stamp your copy with the filing date and return it to you for your records. To have the date-stamped copy returned to you if you file by mail, include a self-addressed, stamped envelope and a note asking the Clerk to return the copy to you.

(1) Person Filing: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Representing Self

**SUPERIOR COURT OF ARIZONA, COUNTY OF COCONINO**

(2) \_\_\_\_\_  
Plaintiff/Petitioner

(4) Case Number: \_\_\_\_\_

**ACCEPTANCE OF SERVICE**

(3) \_\_\_\_\_  
Defendant/Respondent

(5) To: \_\_\_\_\_:

*Please sign this form in front of a notary public and return it to me in the enclosed self-addressed, stamped envelope to save the cost of hiring someone to serve you with the court papers. Signing does not mean you agree with what I'm asking for, and you can still state your case at the hearing if one is set in this matter.*

(6) I acknowledge I have voluntarily accepted a copy of the following legal papers.

1. _____	4. _____
2. _____	5. _____
3. _____	6. _____

I understand that I may appear at the hearing if one is set in this matter to state my position on the other party's requests and that if I do not appear at the hearing the court may grant those requests without my input.

\_\_\_\_\_  
Signature of Person Accepting Service

(7) Address of Person Accepting Service:

\_\_\_\_\_  
Phone #: \_\_\_\_\_

State of Arizona )  
County of \_\_\_\_\_ )

Subscribed and sworn before me this date: \_\_\_\_\_ by: \_\_\_\_\_

Seal: Notary Public: \_\_\_\_\_  
Notary Expiration Date: \_\_\_\_\_

## **INSTRUCTIONS: SERVICE BY PROCESS SERVER, SHERIFF, OR TRIBAL LAW ENFORCEMENT**

### **STEP 1: FIND A PROCESS SERVER, SHERIFF, OR TRIBAL LAW ENFORCEMENT OFFICER**

Find a process server in the county where the person you're serving lives. Process servers are listed in the Yellow Pages. If the person you're serving lives on an Indian reservation, find a tribally licensed process server in the tribe's phonebook or go through tribal law enforcement.

OR

Find the sheriff's office in the county where the person you're serving lives or the tribal law enforcement office on the Indian reservation where the person you're serving lives. They should be listed in the government pages of the phonebook. The Coconino County Sheriff's Office is at 911 East Sawmill, Flagstaff, AZ 86004, 928-774-4523 or (toll-free) 800-338-7888.

### **STEP 2: CALL THE PROCESS SERVER, SHERIFF, OR TRIBAL LAW ENFORCEMENT OFFICER**

Call the process server, sheriff, or tribal law enforcement officer. Have the documents you're serving in front of you. Ask the following questions.

- ☐ How much do you charge for service of process?
- ☐ Do I pay up front, or will you bill me?
- ☐ Do you file the Affidavit of Service with the court and mail me a copy, or do I need to file it myself? (Once the papers are served, an Affidavit of Service must be filed with the court. The process server, sheriff, or tribal law enforcement officer will produce the Affidavit of Service. Some will file it with the court and mail you a copy; others will mail you the original to file yourself.)

If you have a fee waiver or deferral and you are using tribal law enforcement or a sheriff's office in a county other than Coconino, also ask the following:

- ☐ Do you accept fee waivers or deferrals from Coconino County?

### **STEP 3: FILL OUT THE LETTER: SERVICE BY PROCESS SERVER, SHERIFF, OR TRIBAL LAW ENFORCEMENT**

- (1) Enter your name; street address; city, state, and zip code; and phone number.
- (2) Enter the date you will mail or deliver the Letter.
- (3) If you are using a sheriff, enter the county of that sheriff's office.
- (4) If you are using a process server, enter that process server's name.
- (5) If you are using tribal law enforcement, enter the tribe's name.
- (6) Enter the sheriff's, process server's, or tribal law enforcement officer's street address and city, state, and zip code.
- (7) Enter the name of the person you're serving and the case number as it appears on the Petition/Complaint.

- (8) List each document you're serving.
- (9) Check the appropriate box. Enter the home address, work address, and other address if applicable of the person you're serving.
- (10) Enter the sex, race, birthdate, height, weight, eye color, hair color, social security number, and additional description if any (for example, "scar on forehead") of the person you're serving.
- (11) Enter the make, model, year, color, and additional description if any (for example, "happy face sticker on rear fender") of the vehicle of the person you're serving.
- (12) Check the appropriate box. Enter the dollar amount if applicable.
- (13) Sign your name.

**STEP 4: GIVE THE FORMS TO THE PROCESS SERVER, SHERIFF, OR TRIBAL LAW ENFORCEMENT OFFICER**

Take or mail the following to the process server, sheriff, or tribal law enforcement officer. Keep copies of everything for your records.

- ☐ The original Letter: Service by Process Server, Sheriff, or Tribal Law Enforcement
- ☐ If applicable, a certified copy of the court order waiving or deferring fees
- ☐ If applicable, the fee
- ☐ One copy of each document you checked in Blank 8 of the Letter

**STEP 5A: WAIT FOR THE PROCESS SERVER, SHERIFF, OR TRIBAL LAW ENFORCEMENT OFFICER TO MAIL YOU THE AFFIDAVIT OF SERVICE**

If you were told in Step 2 that the process server, sheriff, or tribal law enforcement officer will file the Affidavit with the court, then wait for them to mail you a copy of the Affidavit stamped with the date it was filed (this is called a "conformed" copy). Keep in touch with the process server, sheriff, or tribal law enforcement officer to make sure the Affidavit is filed by the hearing date if a hearing is set in this matter.

**STEP 5B: FILE THE AFFIDAVIT OF SERVICE WITH THE COURT**

If you were told in Step 2 that you must file the Affidavit with the court, wait for the process server, sheriff, or tribal law enforcement officer to mail you the original Affidavit.

Then take or mail the original and one copy of the Affidavit to the Superior Court Clerk's Office in the Coconino County Court House at 200 North San Francisco, Flagstaff, AZ 86001. The Clerk will stamp your copy with the filing date and return it to you for your records. If you file by mail, include a self-addressed, stamped envelope and a note asking the Clerk to return the copy.

**LETTER: SERVICE BY PROCESS SERVER, SHERIFF, OR TRIBAL LAW  
ENFORCEMENT**

(1) Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

(2) Date: \_\_\_\_\_

(3) Sheriff of the County of *(if serving by sheriff)* \_\_\_\_\_

(4) Process Server's Name *(if serving by process server)*: \_\_\_\_\_

(5) Tribal Law Enforcement of *(if serving by tribal law enforcement)* \_\_\_\_\_

(6) Street Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_

(7) Re: Name of Person to Be Served: \_\_\_\_\_  
Court Case Number: \_\_\_\_\_

To whom it may concern:

(8) Please find enclosed a copy of the following documents to be served on the person named above in the court case referenced above:

1. _____	4. _____
2. _____	5. _____
3. _____	6. _____

**Details about the Person To Be Served:**

(9) During the workday, the person can usually be found at: ☐ Home ☐ Work ☐ Other

Home Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_

Work Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_

Other Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Or other description of location: \_\_\_\_\_

(10) Physical Description:

Sex	Race	Birth	Height	Weight	Eyes	Hair	SSN
Additional Description:							

(11) Description of the Person's Vehicle:

Make	Model	Year	Color
Additional Description:			

- (12) ☐ I enclose \$\_\_\_\_\_ in payment for service of process.  
☐ I understand I will be billed for service of process.  
☐ I enclose a certified copy of a court order waiving or deferring the fee.

Please note that each document served must be named in the Affidavit of Service.

Thank you for your assistance.

(13) \_\_\_\_\_

Enclosures

## **INSTRUCTIONS: SERVICE BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED**

### **STEP 1: SEND THE DOCUMENTS YOU'RE SERVING TO THE PERSON YOU'RE SERVING THROUGH CERTIFIED MAIL, RETURN RECEIPT REQUESTED**

Take the documents you're serving to the post office. Ask to have them mailed "certified mail, deliver to addressee only, restricted delivery, return receipt requested".

### **STEP 2: THE POSTAL SERVICE WILL RETURN THE SIGNED RECEIPT (A GREEN CARD) TO YOU**

### **STEP 3: FILL OUT THE AFFIDAVIT OF SERVICE BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED**

- (1) Enter your name; street address; city, state, and zip code; and phone number.
- (2) Enter your name as it appears on the Petition/Complaint.
- (3) Enter Respondent/Defendant's name as it appears on the Petition/Complaint.
- (4) Enter the case number as it appears on the Petition/Complaint.
- (5) List the documents you served, and enter the name and address of the person you served and the date you mailed the documents.
- (6) Enter the date you received the signed green card. Enter the person you served signed the green card (look on the green card).
- (7) Sign in front of a notary.
- (8) Attach the original green card.

### **STEP 4: FILE THE AFFIDAVIT WITH THE COURT**

Take or mail the following to the Clerk's Office in the Coconino County Court House at 200 North San Francisco, Flagstaff, AZ 86001.

- ☐ The original Affidavit with the original green card attached
- ☐ A copy of the Affidavit with a copy of both sides of the green card attached

The Clerk will stamp your copy with the filing date and return it to you for your records. If you file by mail, include a self-addressed, stamped envelope and a note asking the Clerk to return the copy.



(1) Person Filing: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Representing Self \_\_\_\_\_

**SUPERIOR COURT OF ARIZONA, COUNTY OF COCONINO**

(2) \_\_\_\_\_ (4) Case Number: \_\_\_\_\_  
Petitioner/Plaintiff

(3) \_\_\_\_\_ **AFFIDAVIT OF SERVICE BY CERTIFIED**  
Respondent/Defendant **MAIL, RETURN RECEIPT REQUESTED**

(5) I mailed the following documents through certified mail, return receipt requested as follows.

1. _____	4. _____
2. _____	5. _____
3. _____	6. _____
Mailed to: _____	Date: _____
Address: _____	

(6) On this date: \_\_\_\_\_, I received the receipt signed by the person I served (attached), indicating that he/she received the documents on this date: \_\_\_\_\_

(7) Signature: \_\_\_\_\_

State of Arizona )  
 )  
County of \_\_\_\_\_ )

Subscribed and sworn before me this date: \_\_\_\_\_ by: \_\_\_\_\_

Seal: Notary Public: \_\_\_\_\_  
Notary Expiration Date: \_\_\_\_\_

(8)

*(Attach green card here.)*